



# ENTITLEMENT EXTENSION CHECKLIST



## **Project Information**

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Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Extension Type (select all that apply):

- Tentative Map
- Conditional Use Permit
- Design Review
- Hillside Development Permit
- Landmark Alteration Permit

## **APPLICATION SUBMITTAL REQUIREMENTS**

### **REQUIRED APPLICATION FORMS:**

- [Universal Application Form](#)
- [Indemnification Form](#)
- [Disclosure Form](#)
- [Copyright Release Form](#)
- [Electronic Signature Disclosure Form](#)
- [Property Owner Consent Form](#) (in lieu of property owner signing Universal Application)
- Entitlement Extension Checklist (Page 1 of this Form)

### **REQUIRED PROJECT INFORMATION:**

Indicate below each of the required documents or plan set components that have been prepared and submitted for this application. **See instructions on the following page for those requirements.**

#### **PROJECT DOCUMENTS:**

- Extension Request and Project History
- Project Description for Approved Project

#### **PROJECT PLAN SET COMPONENTS:**

- Approved Tentative Map (required if request is for a Tentative Map extension)
- Approved Conditional Use Permit Plans (required if request is for a Conditional Use Permit extension)
- Approved Design Review Plans (required if request is for a Design Review extension)
- Approved Hillside Development Permit Plans (required if request is for a Hillside Development Permit extension)
- Approved Landmark Alteration Plans (required if request is for a Landmark Alteration extension)

### **REQUIRED FEES:**

Use the City's online [Fee Schedule](#) to determine your project's required Application Fee(s).

## INSTRUCTIONS FOR APPLICATION REQUIREMENTS

ALL Required Project Information must comply with the City's [Universal Digital File Standards](#).

**PROJECT DOCUMENTS** – All documents must reflect the [document requirements](#). Use the [document requirements](#) to determine if you should include that document.

**PROJECT PLAN SET COMPONENTS** – All plans/sheets must reflect the [plan sheet requirements](#). Use the [plan sheet requirements](#) to determine if you should include that plan set component.

### ENTITLEMENT EXTENSION INFORMATION & PROCESS

Generally, any permit or approval not exercised within 24 months following the date on which the permit or approval was granted automatically expires and will be void unless an extension of time is approved.

If an extension of time is requested for a Tentative Map, a similar extension of time for all associated entitlements shall be required and shall be processed concurrently with the Tentative Map extension request. Expiration of the permit or approval will be stayed until the decision on the extension request if the request is filed 30 days before the original expiration. A Tentative Map is eligible for five, 12-month extensions, and all other entitlements are eligible for four, 12-month extensions. A Tentative Map Extension is acted on by the Planning Commission. All other entitlement extensions are acted on by the Director of Planning and Economic Development.

The review authority shall determine whether the applicant has made a good faith effort to exercise the permit or approval prior to approving an extension. The burden of proof is on the applicant to establish, with substantial evidence beyond the control of the applicant (e.g., demonstration of financial hardship, legal problems with the closure of the sale of the parcel, poor weather conditions in which to complete construction activities, etc.), why the permit or approval should be extended.